

# CITY OF RICHARDSON

## PERSONNEL REQUISITION

IS THIS CHANGE/ADDITION APPROVED  
IN THE CURRENT BUDGET ORDINANCE?    ☐ YES    ☐ NO, BUT CITY MANAGER'S APPROVAL IS ATTACHED

|  |                |               |
|--|----------------|---------------|
| THIS POSITION IS BEING FUNDED THROUGH:   | ACCOUNT NUMBER | FUNDS EXPIRE: |
| OPERATING FUNDS: <input type="checkbox"/> NO <input type="checkbox"/> YES    _____ | _____          | _____         |
| GRANT FUNDS: <input type="checkbox"/> NO <input type="checkbox"/> YES    _____     | _____          | _____         |
| BOND FUNDS: <input type="checkbox"/> NO <input type="checkbox"/> YES    _____      | _____          | _____         |

IF NONE OF THE ABOVE, PLEASE PROVIDE ACCOUNT NUMBER AND ATTACH EXPLANATION:

|                                     |  |
|-------------------------------------|--|
| _____<br>POSITION CLASSIFICATION    | FULL TIME _____ PART TIME _____<br><br>If part time, check one<br><input type="checkbox"/> Less than 999 hrs.<br><input type="checkbox"/> 1000 hrs. or more<br>Maximum part time hours is 1560 |
| _____<br>DEPARTMENT                 |  |
| _____<br>SALARY RANGE               | _____<br>DATE POSITION IS VACANT   |
| _____<br>WORK HOURS OF THE POSITION | _____<br>WORK DAYS OF THE POSITION   |
| _____<br>NAME OF PERSON REPLACED    | _____<br>DEPARTMENT HEAD SIGNATURE   |
|                                     | _____<br>CMO APPROVAL  |

(Applicants must meet all qualifications as outlined in the job description.)

DEPARTMENT INTERVIEWS WILL BE CONDUCTED BY:

- |    |                         |       |                 |
|----|-------------------------|-------|-----------------|
| A. | Primary Interviewer     | _____ | Extension _____ |
|    | Hours When Interviewing | _____ |                 |
| B. | Alternate Interviewer   | _____ | Extension _____ |
|    | Hours When Interviewing | _____ |                 |

**NOTE:** This form must be completed in its entirety on each open position. Recruiting efforts will not begin until this form is received in the Human Resources Department. Incomplete requisition forms will be returned.